

POLICY AGAINST HARASSMENT

The policy of Robert Half International is that there is no unlawful discrimination or harassment against any employee, candidate, client or contractor based on such individual's membership in a protected group (e.g., age, ancestry, race, national origin, gender, gender identity (including transgender), gender expression, color, military or veteran status, sex, sexual orientation, religious creed, pregnancy, genetic information, marital status, medical condition, mental disability, or physical disability). In keeping with that policy, Robert Half International will not tolerate harassment or discrimination by employees, candidates, or third parties.

In general, harassment is defined as inappropriate, unwelcome or offensive conduct whether verbal, physical or visual where:

- Submission to or rejection of such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples may include but are not limited to:

- Derogatory comments about an individual's membership in a protected group.
- Visual messages that are degrading to or reflect negatively upon a protected group.
- Jokes that have the purpose or effect of stereotyping, demeaning or making fun of any protected group.
- Slurs that describe a protected group.
- Nicknames that relate to a person's membership in any protected group.
- Verbal or non-verbal innuendoes that relate to or reflect negatively upon any protected group.

Harassment includes incidents outside of the workplace if persons involved include employees, supervisors/managers, candidates, clients, or contractors of Robert Half International.

Any employee, candidate, client, or third party who feels that he or she has been subjected to any form of harassment or discrimination must immediately report the incident to Robert Half International management so that prompt and effective action can be taken. That report may be made to any Robert Half International supervisor/manager with whom the employee or candidate feels comfortable. As an alternative, Robert Half International has set up a special toll-free hotline (at **1-888-875-4901**) which employees, candidates, or contractors may use to make initial reports of harassment. Supervisors and managers must also immediately report any possible harassment or discrimination that they are aware of to any member of management with whom they feel comfortable or, alternatively, to Kim Lampo.

Robert Half will promptly respond, investigate, and close in a timely fashion all complaints; accordingly, Robert Half International cannot effectively deal with anonymous complaints. Generally, investigations will not be completely confidential; however, to the extent possible complaints will be given a designation of confidentiality. All complaints of harassment or discrimination will be thoroughly and fairly investigated and documented by qualified personnel and, if warranted, appropriate corrective action will be taken after any evidence is reviewed and the investigation is completed.

Employees, candidates and contractors can be assured that they will not be penalized in any way for reporting harassment. Retaliation, in any form, against an employee, candidate, or contractor for having filed a complaint is strictly forbidden.

05/2016

EQUAL EMPLOYMENT OPPORTUNITY POLICY FOR QUALIFIED VETERANS AND INDIVIDUALS WITH DISABILITIES

It is the policy of Robert Half International to provide equal opportunities to qualified veterans and individuals with disabilities in accordance with 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA), the Jobs for Veterans Act (JVA), and Section 503 of the Rehabilitation Act of 1973, as amended (collectively "the Acts"). Employees and applicants are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Acts. We are committed to taking affirmative action to further this policy.

Any employee who is an individual with a disability or is covered by VEVRAA or the JVA is encouraged to inform the Human Resources Department in San Ramon, California ("Human Resources"). We would like to know of any special skills which may qualify you for other positions, and we encourage you to apply for them when openings occur. You should also discuss with us any accommodations that you believe we could reasonably make that might enable you to perform other jobs properly and safely.

Providing us with information is voluntary. Your decision to provide or not provide such information will be respected and will not be used in a manner inconsistent with the Acts. In either event we will not submit you to adverse treatment. You may notify us now or at any future time. If you decide to advise us of your disability, the information you provide will be used in accordance with the requirements of the Acts. Such information will be kept confidential, except that restrictions on your work duties and any necessary accommodations may be communicated to your supervisors and managers; first aid personnel may be informed so they can properly handle emergencies; and government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act may be informed.

A copy of our Affirmative Action Program for Veterans and Individuals with Disabilities is available for inspection from Human Resources, Monday through Friday during normal business hours.

06/2009

PAYDAY NOTICE

Regular Paydays for Contract Talent Employees of Robert Half International shall be as follows:

On a weekly basis, either by direct deposit or by U.S. Mail, no later than the close of business on Friday of each week.

Regular Paydays for Internal Staff Employees of Robert Half International shall be as follows:

Every other Friday - either by direct deposit or by U.S. Mail, no later than the close of business on Friday of each week.

By: Robert Half International Inc. - Payroll Department
Location: 2613 Camino Ramon, San Ramon CA 94583-9128

POLICY AGAINST SEXUAL HARASSMENT

Robert Half International prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for temporary candidates and employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment
The policy of Robert Half International is that there is no unlawful discrimination or harassment against any employee, candidate, client, or contractor based on such individual's membership in a protected group (e.g., age, ancestry, race, national origin, gender, gender identity (including transgender), gender expression, color, military or veteran status, sex, sexual orientation, religious creed, pregnancy, genetic information, marital status, medical condition, mental disability, or physical disability). In keeping with that policy, Robert Half International will not tolerate harassment or discrimination by employees, candidates, or third parties.

It is our policy that all employees, candidates, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company sponsored off-site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a compliant.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault - Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct - This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties - We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, termination. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential termination.

Retaliation Protections - Robert Half International prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Robert Half International will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including termination.

Reporting Procedure - Any employee, candidate, client, or third party who feels that they have been subjected to any form of harassment or discrimination must immediately report the incident to Robert Half International management so that prompt and effective action can be taken. That report may be made to any Robert Half International supervisor/manager with whom the employee or candidate feels comfortable. As an alternative, Robert Half International has set up a special toll-free hotline (at 1-888-875-4901) which employees, candidates, or contractors may use to make initial reports of harassment. Supervisors and managers must also immediately report any possible harassment or discrimination that they are aware of to any member of management with whom they feel comfortable or, alternatively, to Kim Lampo.

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Nondisclosure or Nondisparagement Agreements
Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault. A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations
Harassment is not only prohibited by Robert Half International but is also prohibited by state, federal, and, where applicable, local law. Discrimination is also not only prohibited by Robert Half International but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Robert Half International, candidates and employees may also choose to pursue legal remedies with the applicable governmental entities at any time.

Nothing in this policy precludes any person from filing a formal grievance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

10/2022